



How to be a Volunteer with Lebanon City Schools

According to the Lebanon City School Board Policy, ALL volunteers must undergo a Criminal Record Background Check. This requires fingerprinting to be repeated every 5 years. ALL Volunteers must have the Ohio Background Check (BCI). If you have not lived in the state of Ohio for the past five (5) years consecutively, you must also have a FBI check.

Please follow the 3-Step Process below to become a volunteer:

STEP #1 - Fingerprinting

Go to Warren County Educational Service Center to be Fingerprinted

Warren County Educational Service Center
1879 Deerfield Rd
Lebanon, OH 45036
513-695-2900

Hours:

Mon–Thursday 8:00 am – 4:00 pm (Sept-May)
Mon–Thursday 8:00 am – 3:00 pm (June-Aug)
No Appointment is Needed

Cost:

\$30 for BCI only
\$35 for FBI only
\$60 for both

Payment:

Cash, Money Order or Personal Check
NO Credit or Bank Cards & Exact Change only

What to bring:

Driver's License or State ID is required

STEP #2 - Board Policy & Volunteer Badge

Make an appointment with the HR Department

Lebanon City Schools - Human Resource Department
700 Holbrook Avenue, Lebanon OH 45036
513-934-5776

- After Step 1, call Charlette Ardrey to schedule an appointment to read & sign the Board Policy for Volunteering, and to have a Photo Volunteer Badge made.
- You must present the receipt for fingerprinting, or have a hard-copy report at this appointment.
- ID Badges will ONLY be made for those who can provide either a receipt or hard-copy report.
- ID Badges are kept at the school office. All Volunteers must report to the school office, sign in, and pick up their volunteer badge to wear for that day. After volunteering, return the badge to the school office, and sign out for the day. Lebanon City Schools requires ALL volunteers to wear a Photo ID Badge while volunteering.

STEP #3 - Board Approval

ALL Volunteers must be Board Approved prior to Volunteering

- ALL 3 Steps must be completed by **January 31** in order to be Board Approved, and go on Spring Field Trips
- There will be NO Exceptions to this process.
- These 3 steps must be repeated every 5 years.

Q&A

Q – What if the parent is a teacher with another school district, do they have to follow this process?

A – Yes, if the parent can obtain Fingerprinting Results from their school district dated within the last year, then they only have to complete Step 2 and Step 3. Otherwise, all three steps are necessary.

Q – What if the parent is a uniformed officer, do they have to follow this process?

A – Yes, if the parent can obtain Fingerprinting Results from their agency dated within the last year, then they only have to complete Step 2 and Step 3. Otherwise, all three steps are necessary.

Q – What if the parent is an employee with Lebanon City Schools?

A – No, in that case, the Principal needs to e-mail HR the name of the Volunteer to be recommended for Board Approval. The LCS employee only needs to complete Step 2 and Step 3.